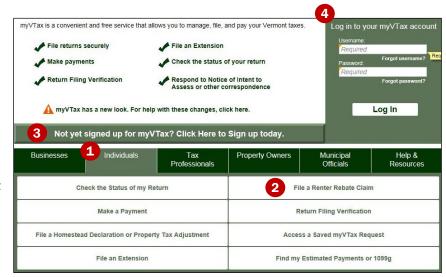
myVTax Guide: How to Complete the Renter Rebate Claim

Filing your Renter Rebate Claim online is easy, quick, and convenient. This guide provides step-by-step instructions on how to complete the online version of Form PR-141, Renter Rebate Claim, and Form HI-144, Household Income, found at www.myVTax.vermont.gov. We also have an instructional video available on our website. Please note that you will need Form LC-142, Landlord Certificate. If you have not received a certificate by Jan. 31, please ask your landlord to provide one for you. You may want to let your landlord know he or she may complete the Landlord Certificate online through myVTax.

Step 1

Go to www.myVTax.vermont.gov to access the Department's portal for online services. The online PR-141 and HI-144 forms are similar to the paper forms. To begin, click 1 Individuals. Then, click 2 File a Renter Rebate Claim. You may want to 3 sign up for a myVTax account to access other useful features, or if you already have a myVTax account, 4 Log In to generate a Renter Rebate Claim.



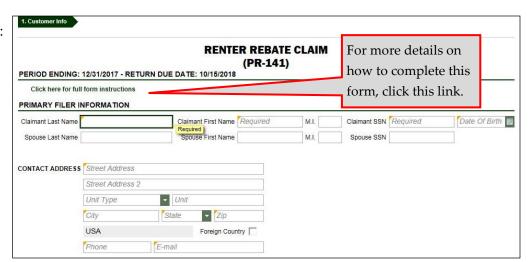
Step 2

Customer Info—Current Contact

Enter the information requested:

- Claimant Last Name, First Name, Middle Initial, Social Security Number, and Date of Birth
- If applicable, Spouse Last Name, First Name, Middle Initial, and Social Security Number
- Contact Address, Phone and Email—The Department

needs your current contact information. We may require more information from you or ask you to



explain information you provide in your claim, so it is important that you let us know how to reach you.

Page 1 of 7



Step 3

Customer Info—Rental

As you enter the information in the **1** Contact Address, it will autofill the **2** Rental Address fields.

- If the contact and rental information is the same, click
 No.
- If you are no longer living in the rental, and the contact and the rental information are now different, click 3 Yes. Then, complete the information for the Rental Address.
- **School District 4** Choose your town or city from the drop down menu.
- **Federal Filing Status 5** Choose your filing status from the drop down menu.



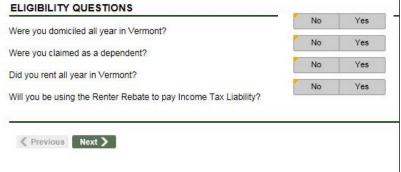
• If none of them apply or you are not required to file a federal return, then click the 6 box.



Customer Info—Eligibility

Answer the following eligibility questions:

- You must be domiciled in Vermont all 12 months of the calendar year. Domicile is a legal concept meaning the place of your true, fixed permanent home, and if you are away for a period of time (for example, you are on a work assignment), you intend to return there. For the full definition of "domicile," see Vermont Reg. § 1.5811(11)(A)(i) found at www.bit.ly/vttaxregs.
- Were you claimed as dependent? If someone else claims you as a dependent (for example, your parents), you cannot claim a renter rebate.



• **Did you rent all year in Vermont?** You must have rented all 12 months of the calendar year.

Will you be using the Renter Rebate to pay Income Tax Liability? This is not an eligibility question. The Department gives you this option to pay your income taxes from your rebate.

If one of the questions disqualifies you, the system will stop you from going forward with the claim.

Step 5

Section A: Landlord and Rental Unit Information & Section B: Allocable Rent



Do you have an e-file Certificate Number for this Landlord Certificate? This year, landlords may file
Form LC-142, Landlord Certificate, online through
myVTax. If your landlord has done this, the
certificate will have an **E-file Certificate Number** on
the bottom of the certificate:



E-File Certificate Number—If you answer **Yes**, enter the number shown on the Landlord Certificate.

If you answer **No**, your landlord did not e-file the Landlord Certificate, so you will leave the field blank. In this case, you will have to mail the original paper Landlord Certificate provided by your landlord to the Department of Taxes or attach a PDF copy of the certificate (see Step 11).

If you see this number, click **Yes**. If not, click **No.**

Step 6

Complete the remainder of these sections using the information from the Landlord Certificate provided by your landlord. The

1 Allocable Rent shown here should match what is shown on the Landlord Certificate.

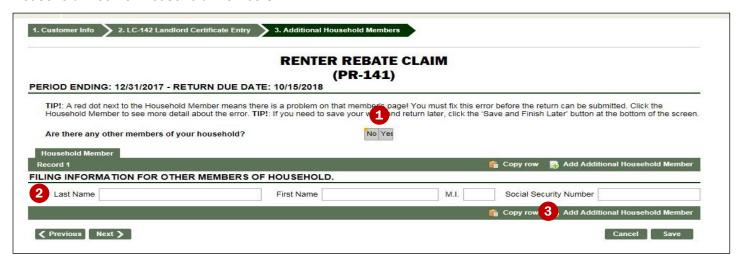
If you have more than one Landlord Certificate, click

2 Add Landlord Certificate and enter the information.

Record 1						Copy row	Add Landlord Certific		
SECTION A: LANDL	ORD AND RENTAL UN	NIT INFORMATION							
Do you have an e-file	Certificate Number for t	this Landlord Certific	ate? No Yes	0					
e-file Certificate Numb	ber: 1234567899	- [001						
Landlord's Name	JOE LANDLORD			1					
Landlord's Address	100 MAIN STREET]					
Landiord's Address	MONTPELIER	1.1	VERMONT	05602-0	0000 Us				
Location Of Rental		CT	VERIVIONI		000	· M			
Unit	133 STATE STREET		Number o	MONTPELIER of rental units in this					
SPAN Number	460-105-12345		building	rental dilito in allo	2				
RENTAL UNIT IS									
	_		_		_	_	Nursing Home/community		
Apartment	House	Mobile Hom	ne Lo	t for mobile home	Boarding hor	me L	care		
TEMS INCLUDED IN	RENT								
Heat	Furnishings	Electricity	Pe	ersonal care	Other Servic	es			
TENANT	JO	E		Tena	ant #2 Last Name	Tenai	nt #2 First Name		
Tenant #3 Last No	ame Tei	nant #3 First Nan	ne	Tena	ant #4 Last Name	Tenai	nt #4 First Name		
SECTION B: ALLOC	ABLE RENT								
1a. Calendar year	2017			1b. Number of months rented		of months rented	12		
2. Monthly rental amount							1,000.00		
Total Rent Paid for	or calendar year listed on						12,000.00		
	of items checked in Box		iciuded in rent				0.00		
		The contract of the two tests are the two tests and the two tests are the two tests and the two tests are the two tests and the two tests are the two tests are the two tests and the two tests are the two tests							
5. Adjusted rent paid				For government subsidized rent, enter percent tenant pays. For nonsubsidized rent enter 100.00 Rent Paid during calendar year solely for the right of occupancy.					
5. Adjusted rent paid 6. For government s	ubsidized rent, enter per	and the same of the same of					12,000.00		
5. Adjusted rent paid 6. For government s 7. Rent Paid during	subsidized rent, enter per calendar year solely for t	and the same of the same of							
5. Adjusted rent paid 6. For government s 7. Rent Paid during s 8. Rental Adjustmen	subsidized rent, enter per calendar year solely for t	and the same of the same of					21.00		
Adjusted rent paid For government s Rent Paid during a	subsidized rent, enter per calendar year solely for t	and the same of the same of				6	21.00 2,520.00		
5. Adjusted rent paid 6. For government s 7. Rent Paid during 8. Rental Adjustmen	subsidized rent, enter per calendar year solely for t	the right of occupanc	y.			Copy row	2,520.00		
5. Adjusted rent paid 6. For government s 7. Rent Paid during 8. Rental Adjustmen	subsidized rent, enter per calendar year solely for t	the right of occupanc	y.	our entries		Copy row	2,520.00		



Household Income—Household Members



When completing the **Household Income** section, you must include all people living with you, even if they are not related to you or did not live with you during the entire year.

- If you are the only person living in the household, click 1 No. On the next screen, you will begin entering your income information.
- If you have had one or more people living with you, click **1** Yes, and then complete the **2** field with the Name and Social Security Number of the other member of the household.
- If you need to add more members, click
 Add Additional Household Member.

Step 8

Household Income-Income

Enter household income information for each member of the household. If you need further guidance, see the instructions to Form HI-144 and the fact sheet on the Department's website. For a household member who did not live with you the entire year, only enter the amounts for the period of time the person lived with you.

The system will do the math calculation for you and show the total on **Total Income**.

	Claimant Income
Cash public assistance and relief	0.00
2. Social security, SSI, disability, railroad retirement, veteran's benefits	0.00
Unemployment compensation/worker's compensation	0.00
Wages, salaries, tips, etc.	20,000.00
5. Interest and dividends	0.00
5. Interest on V.S. state and municipal obligations, taxable and nontaxable.	0.00
7. Alimony, support money, child support, cash gifts.	0.00
3. Business Income. If the amount is a loss, enter zero.	5,000.00
Capital gains, taxable and nontaxable. If the amount is a loss, enter zero.	0.00
10. Taxable pensions, annuities, IRA and other retirement fund distributions.	0.00
11. Rental and royalty income. If the amount is a loss, enter zero.	0.00
12. Corporate/Estate or Trust income: If the amount is a loss, enter zero	0.00
13. Other income	0.00
14. Total Income	25,000.00

DEPARTMENT OF TAXES



Household Income— Income Adjustment

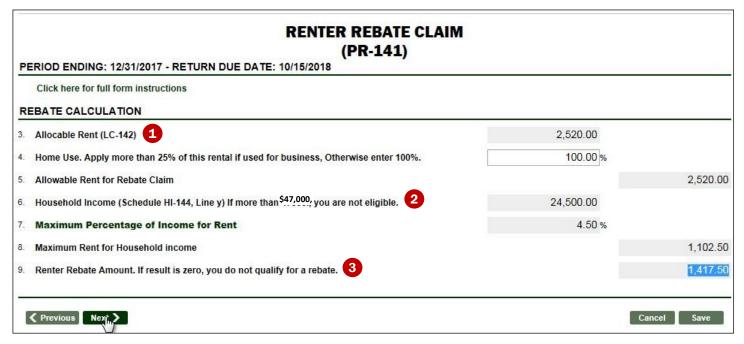
Enter income adjustment information. If you need further guidance, see the instructions to the HI-144 on the Department's website.

The system will do the math calculation for you and show the total on **Household Income.**

		Claimant	Find this information on your Form W-2.
Social Security and Medicare tax	withheld on income reported.	500.00	on your Form w-2.
2. Child support paid.		0.00	
Support Paid To: Last Name	First Name	M.I. Recipient SS	
2a. Business Expenses for	Reservists	0.00	
2b. Alimony Paid		0.00	
2c. Tuition and Fees		0.00	
2d. Self-employed health in	nsurance deduction	0.00	
2e. Health Savings account	t deduction	0.00	
3. Total Allowable Adjustments		500.00	
. Adjusted Income		24,500.00	
5. Income Subtotal. If negative, this w	rill be zero.		24,500.00
3. Asset Adjustment.		0.00	
7. Summed Asset Adjustment			0.00
B. Less 10,000			10,000.00
9. Total Asset Adjustment			0.00
10. Household Income			24,500.00

Step 10

Summary for Rebate Calculation



This summary screen shows:

- Allocable Rent 1 from the Landlord Certificate
- Household Income 2 from the information you entered in this form
- **Rental Rebate Amount 3** The system calculates this for you.



Adding Attachments



If you want to attach a PDF copy of the Landlord Certificate, click **1** Yes. Then click **2** Add and follow the instructions. If you do not want to attach the certificate, click **No.**



Certification and Summary

CERTIFICATION AND SUMMARY PERIOD ENDING: 12/31/2017 I hereby certify that I am an officer or authorized agent responsible for the taxpayer's compliance with the requirements of Title 32 of the Vermont Statutes and that this return is true, correct, and complete to the best of my knowledge. If prepared by a person other than the taxpayer, this declaration further provides that under 32 V.S.A. §5901, this information has not been and will not be used for any other purpose, or made available to any other person, other than for the preparation of this return unless a separate valid consent form is signed by the taxpayer and retained by the preparer. I certify the statement above Signature of Taxpayer or Authorized Agent | JOE TENANT Date Jan-02-2018 (802) 555-5555 Daytime Telephone Number Format: (999) 999-9999 Entering a valid email address will allow you to access this request at a later date Check here if this return is being completed by a preparer joe.tenant@vermont.gov Confirm Email ioe.tenant@vermont.gov **✓** Previous Submit

This is your final step before you submit your Renter Rebate Claim. You must certify that everything you have entered into the form is "true, correct, and complete" to the best of your knowledge by entering the following:

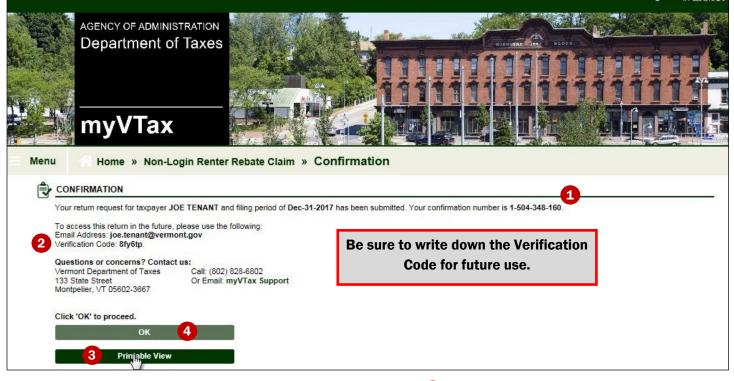
- I certify the statement above—Click the box.
- **Signature of Taxpayer or Authorized Agent**—Enter the appropriate name. This is your electronic signature.
- **Date**—This is prefilled for you.
- Daytime Telephone Number

- Check here if this return is being completed by a preparer—Check the box if this applies.
- Click **1 Submit** to send your Renter Rebate Claim to the Department for processing.

2 A pop-up window will ask for your valid email address. Enter and confirm your address and click **OK**. Be sure to enter an active email address as the Department will use it to email your confirmation. You also will need your email to access your certificate if you need to view it again later.

Step 13

Confirmation



The **Confirmation** page provides the following:

- **Confirmation Number** 1 You will need this number if you contact the Department about this certificate.
- **Verification Code** 2 You should write this code down as you will only see it here once, or you may print the screen.
- Click **3 Printable View** to view a PDF which you may save to your computer or print for your records.
- Click 4 OK to return to the homepage for myVTax.

To access your Renter Rebate Claim again in the future, go to the myVTax homepage and click

5 Access a Saved myVTax

Request. Enter your email address and Verification Code.

